

**SECRET**  
**SECURITY INFORMATION**

*Administrative*

22 January 1952

MEMORANDUM

TO : Acting Chief, Finance Division  
FROM: Chief, Monetary Branch  
SUBJ: Destruction of Obsolete File Material

**CONFIDENTIAL**

1. As you know, the Monetary Branch, and it's predecessor,   has kept in it's Branch files, copies of cables, correspondence, reference material, etc., rather than release said material to the Finance Division Registry. In many instances, these data are merely information copies of official files, held by other Finance Division Branches. About a year ago, with your approval, these files were reviewed and about one-third of the material was destroyed as Confidential Trash.

2. The volume of paper work accumulated in our files has again reached the point where we must --

- (a) get additional cabinets
- or
- (b) destroy material no longer needed

We would prefer to do (b) and avoid cluttering up already limited floor space with obsolete material.

3. With your approval, we propose to go thru our files and remove everything dated prior to 1 January, 1949 which, in our opinion, could serve no purpose whatsoever. In addition, we propose to destroy certain duplicated records prior in date to 1 January 1951. No material, however old, will be destroyed which pertains to disbursement activities of former employees, since the files might have reference value should an examination become necessary.

4. I have queried the Chief of the Com o Signal Centre with respect to destruction of cables and have been informed that Divisions are authorized to destroy copies of cables more than a year old, up to the, and including the, classification of SECRET. No record need be given to the Signal Centre of cables destroyed and no record was required to be retained within the Division unless required by the Division.

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5. Your approval of this action is requested.  
Suggested To: ITS  
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**CONFIDENTIAL**

Chief, Monetary Branch

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